

## **CONTRACTOR ELOGS**

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## **Introduction**

**Elogs has become a crowded field and it can be difficult to pick the right solution that fits your business. Contractor Elogs is designed for mixed fleets. It not only enables compliance but also has numerous features that allow users to manage vehicle & equipment maintenance, dispatch, job costing etc. We are always improving and enhancing the entire feature set to make sure our users have the latest in technology to meet their business needs.**

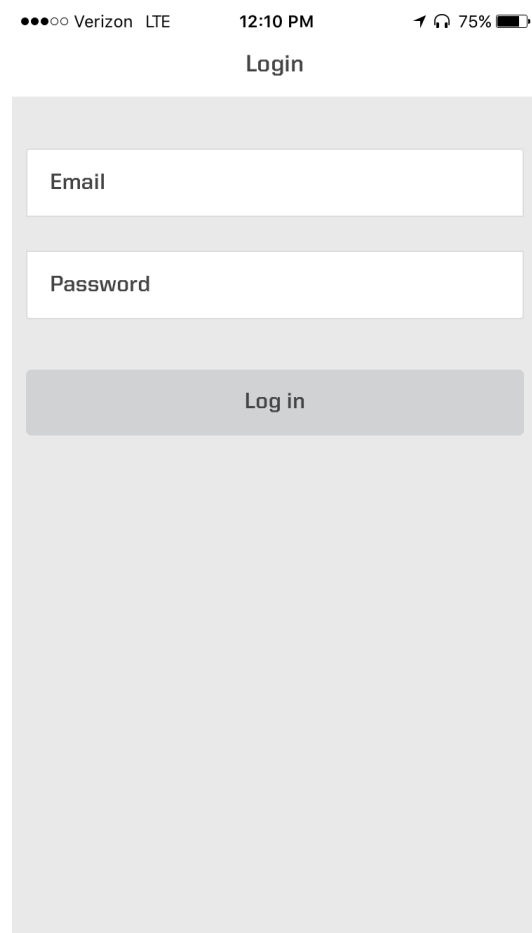
## LOGGING INTO THE MOBILE APP

### 1. Employee ID

When logging in a user can choose to log in with an employee id. Simply select “Employee ID” and enter employee id, DOT number, and password. After fields are filled in press the button that says “Log In”.

### 2. Email Log in

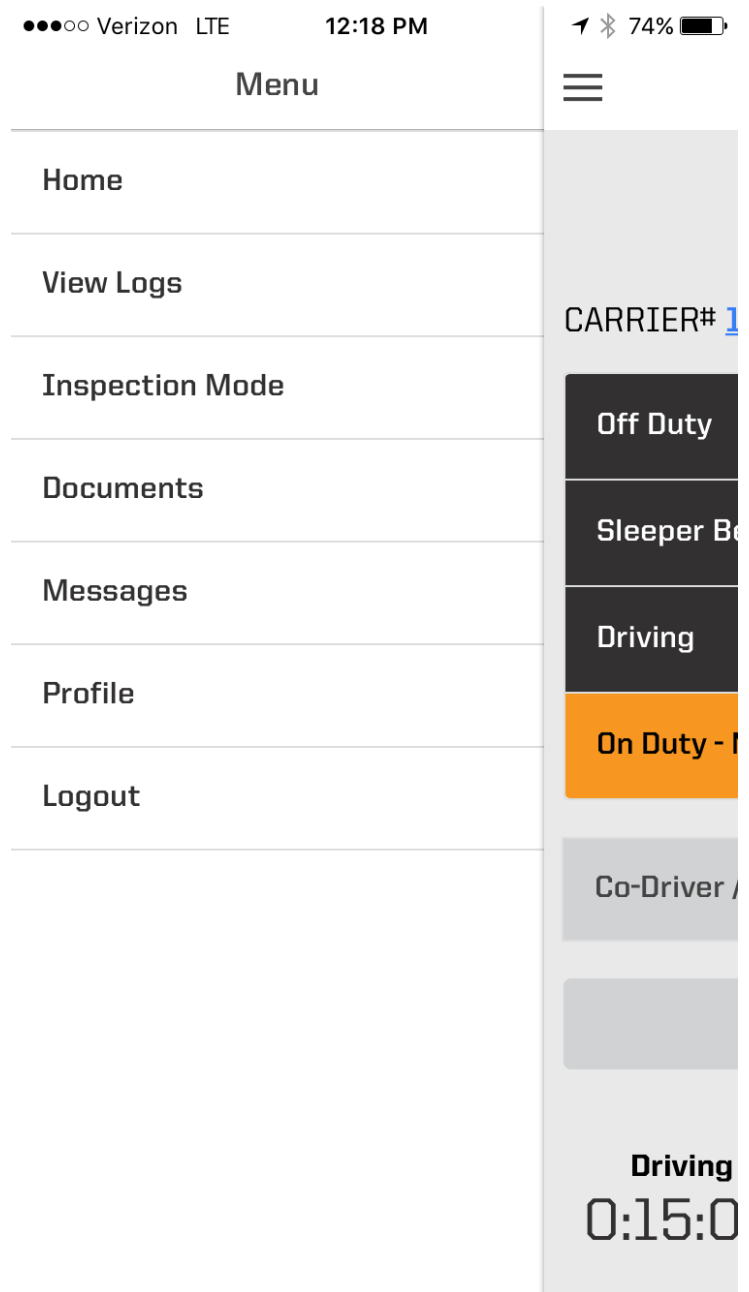
To log in with your email, begin by selecting “Email Login” – then enter email and password.



The image shows a mobile app login screen. At the top, the status bar displays "Verizon LTE", "12:10 PM", and "75%" battery. Below the status bar, the word "Login" is centered. The main content area has a light gray background. It contains two white input fields: the first is labeled "Email" and the second is labeled "Password". Below these fields is a gray button labeled "Log in".

## MENU

The menu button contains quick links to all the features in the application. After logging in a user will see the menu button in the top left of the screen.

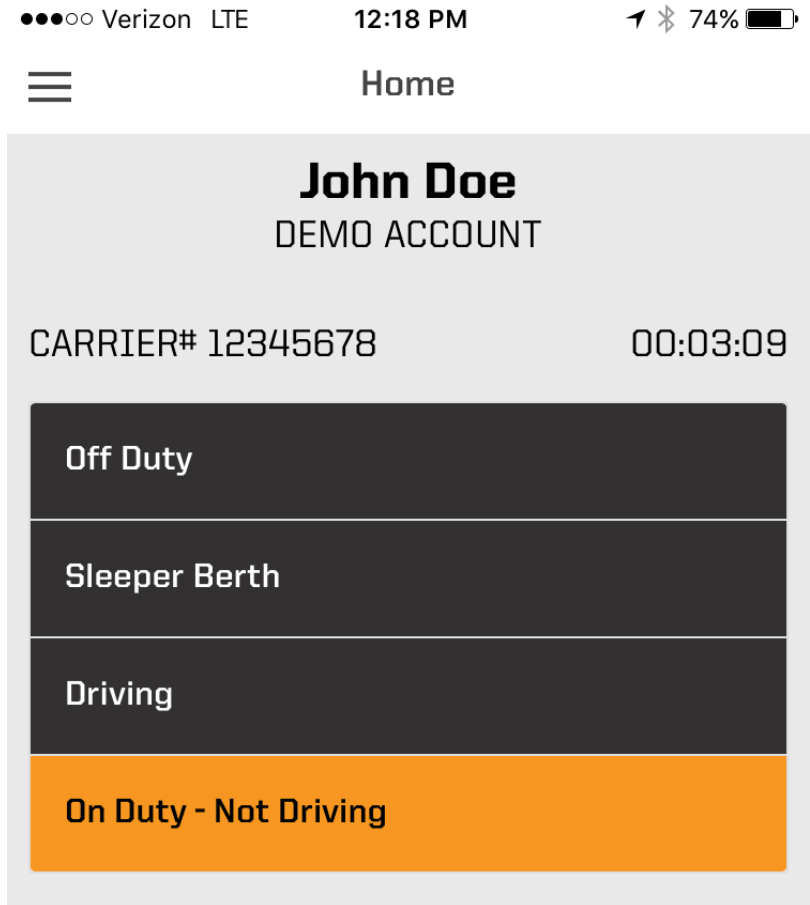


# HOME SCREEN

## a. Overview:

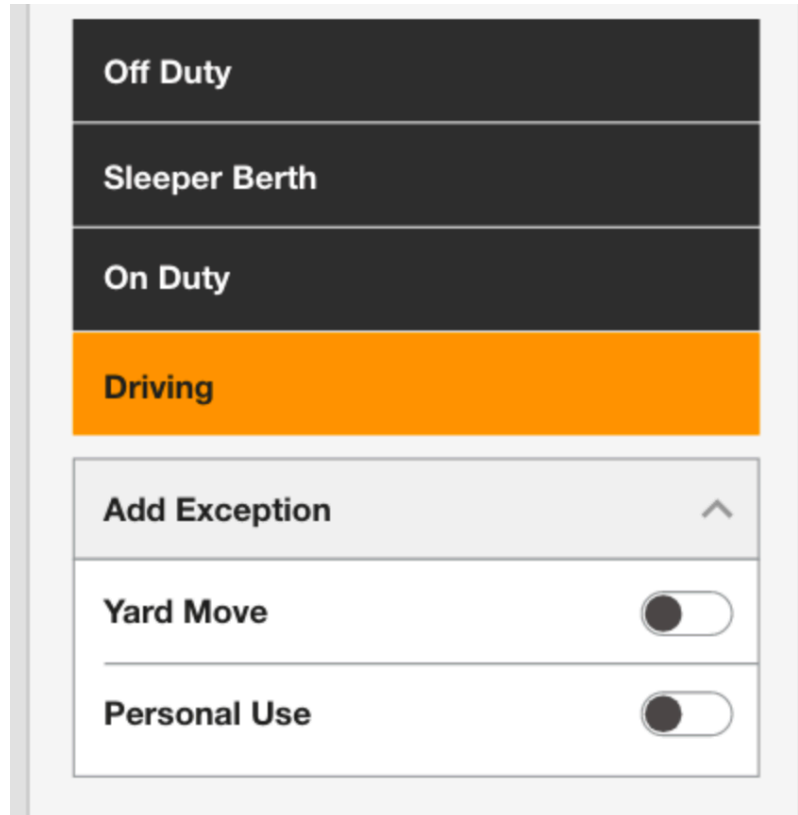
The home screen allows a user to view and select duty status changes. The Carrier number associated with the account along with the driver name and

company will be displayed at the top of the screen. On the right side of the screen a counter will be shown that logs the amount of time a driver has been on the current status. At the bottom of the of the screen counters will be shown to display Driving, Shift, and Cycle times left.



**b. Selecting  
Duty Status**

A driver can select a duty status from the home screen. A prompt will confirm if a driver wishes to move to the selected duty status



**c. Selecting  
Exceptions**

A driver will select the appropriate exception from the main home view.

**d. Timers**

The timers at the bottom of the screen will display the current HOS status for Driving, Shift and Cycle for the logged in driver.

# VEIW LOGS

To view the logs a driver will select “View Logs” from the menu. A list of logs will be shown upon which a driver may select any to view the details

●●○○ Verizon LTE 12:18 PM 74%  
≡ View Logs

08/25/2017
08/24/2017
08/23/2017
08/22/2017
08/21/2017
08/20/2017
08/19/2017
08/18/2017
08/17/2017
08/16/2017
08/15/2017

●●○○ Verizon LTE 12:18 PM 74%  
≡ 08/23/2017

Status	Start	Duration	Location
ON	12:00 am	07:10 hr	Columbia, MO
D	7:10 am	00:15 hr	Columbia, MO
ON	7:25 am	01:05 hr	Columbia, MO
D	8:30 am	00:25 hr	Columbia, MO
ON	8:55 am	00:50 hr	Columbia, MO

Status	Start	Duration	Location
ON	12:00 am	07:10 hr	Columbia, MO
D	7:10 am	00:15 hr	Columbia, MO
ON	7:25 am	01:05 hr	Columbia, MO
D	8:30 am	00:25 hr	Columbia, MO
ON	8:55 am	00:50 hr	Columbia, MO

Log Form Sign DVIR

## a. Edit Logs

From the log detail view a driver can select “Edit” . This will bring up the edit view which will allow a driver to enter in duty status changes to edit the log. It is important to note that an edit to a D status will require an exception selected or will move that time to “unassigned driver” logs.

●●○○ Verizon LTE 12:18 PM 74%

Insert Log Entry

Off Duty

Sleeper Berth

Driving

On Duty - Not Driving

Start Time 2:00 PM

End Time 3:00 PM

Location

Reason for Edit



## b. Edit Form

To edit the log form, a user can select the “Form” button at the bottom of the screen. The form fields will be displayed. A user can enter all pertinent information and select “Save Form” to save the form to the log.

Verizon LTE 12:50 PM 72%

Form

Vehicles Enter vehicle here

Trailers Enter trailer here

Shipping Documents

Co-Driver

Distance

Save Form

Log Form Sign DVIR

### c. Certify Logs

To certify the logs a user must sign & accept the statement above the signature line.

●●○○ Verizon LTE 12:50 PM 72%

☰ Sign

I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.

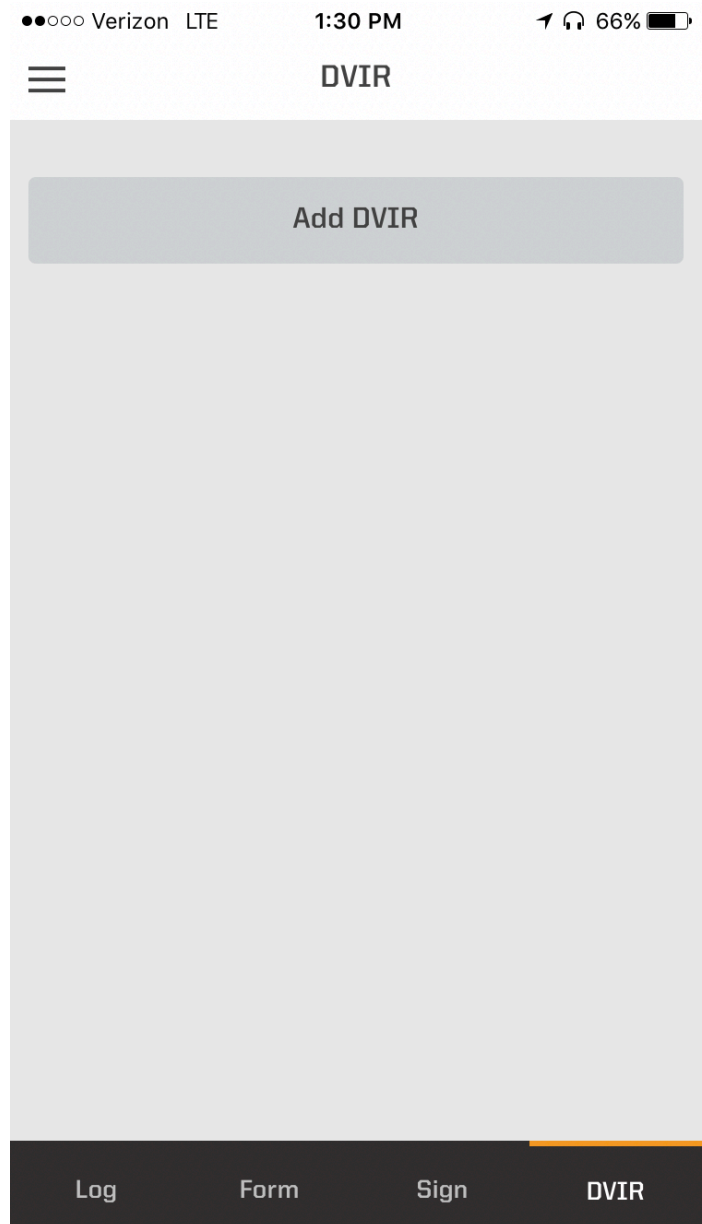
Type your full name here

Save Signature

Log Form **Sign** DVIR

# DVIR (DRIVER VEHICLE INSPECTION RECORD)

- a. To create a DVIR, select the DVIR button at the bottom of the screen. Then select “Add DVIR”



## b. DVIR – choose defects

Select “Choose Defects” for the vehicle and or trailer. If no defects are present the select “No Defects”

●●○○○ Verizon LTE 1:30 PM 66%

Add DVIR

Body
Coupling Devices
Defroster
Tires
Windows

No Defects Choose Defects

Trailer	Trailer Numbers
---------	-----------------

No Defects Choose Defects

Save DVIR

Cancel

●●○○○ Verizon LTE 1:28 PM 66%

DVIR Defect List

<input type="radio"/>	Tail Lights
<input type="radio"/>	Tire Chains
<input checked="" type="radio"/>	Tires
<input type="radio"/>	Transmission
<input type="radio"/>	Trip Recorder
<input type="radio"/>	Turn Indicators
<input type="radio"/>	Wheels & Rims
<input checked="" type="radio"/>	Windows
<input type="radio"/>	Windshield
<input type="radio"/>	Wipers & Washers

Save & Close

# ROADSIDE INPSECTIONS

To begin a roadside inspection select Inspection Mode form the menu. Then press “Begin Inspection”. The last 8 days of logs are stored directly on the device with the recap for the current Cycle.

Search 2:08 PM 69%

Inspection Mode

Begin Inspection

Search 2:08 PM 69%

Back Last 7 Days

			IVU
D	11:50 am	00:05 hr	Columbia, MO
ON	11:55 am	00:10 hr	Columbia
D	12:05 pm	00:15 hr	Columbia
ON	12:20 pm	01:25 hr	Columbia, MO
D	1:45 pm	00:25 hr	Columbia, MO

Recap

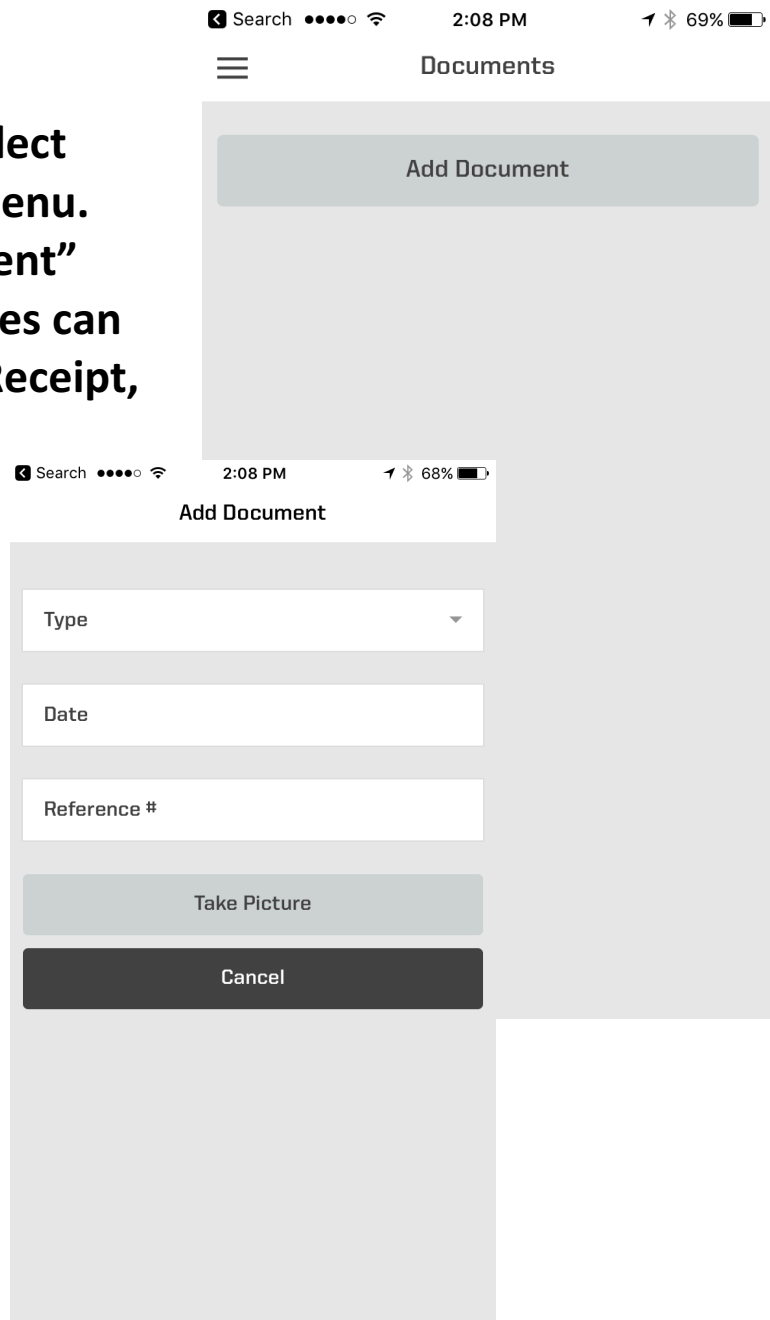
Total Hours  
Last 7 Days  
107.25

Available  
Today  
10.32

Worked  
Today  
3.68

# DOCUMENTS

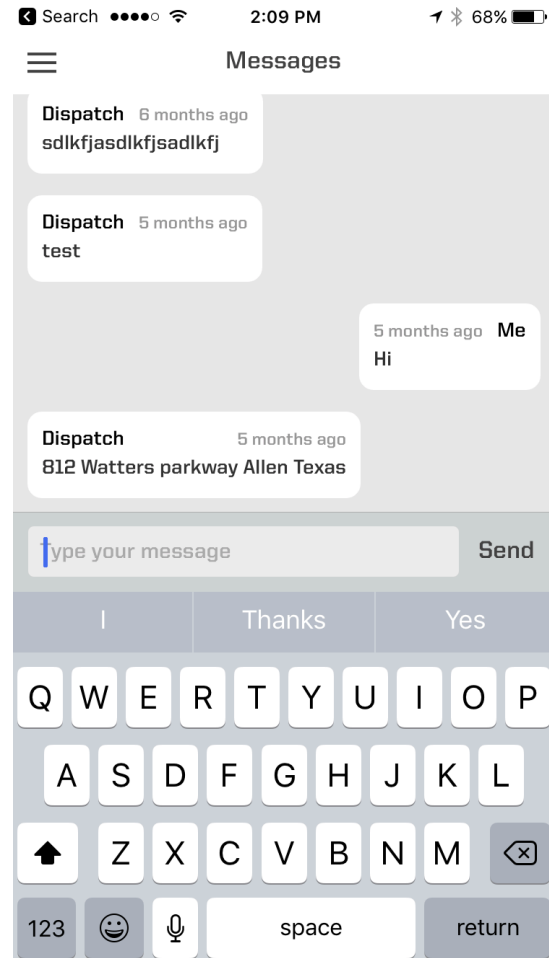
To add a document, select documents from the menu. Press the “Add Document” button. Document types can be Bill of Lading, Fuel Receipt, Accident Photo, Citation, Scale Ticket, and Other.



The image displays a mobile application interface for managing documents. At the top, a status bar shows 'Search', signal strength, time '2:08 PM', and battery level '69%'. Below this, a navigation bar features a hamburger menu icon and the title 'Documents'. The main content area contains a large, light gray button labeled 'Add Document'. A modal dialog is open, showing a form with three input fields: 'Type' (a dropdown menu), 'Date', and 'Reference #'. Below these fields are two buttons: 'Take Picture' and 'Cancel'. The modal has a white background and is centered over the main app screen.

# MESSAGES

Messages can be sent from the mobile application and web application dispatch. To view messages, select “Messages” from the menu.



# PROFILE

A user can select “Profile” from the menu and view/update profile settings.

Search

2:09 PM

68%

Profile

First Name

John

Last Name

Doe

Email Address

License Number

S4231183

Save

HOS Rules

60 hours

7 Day

Property



# LOGOUT

**To Logout, select menu and press the “Logout” button.**

## ELD data transfer

According to the ELD rule technical specifications, an ELD must support one of two options for electronic data transfer:

1. The first option is a “telematics” transfer type ELD. At a minimum, it must electronically transfer data to an authorized safety official on demand via wireless Web services and email.

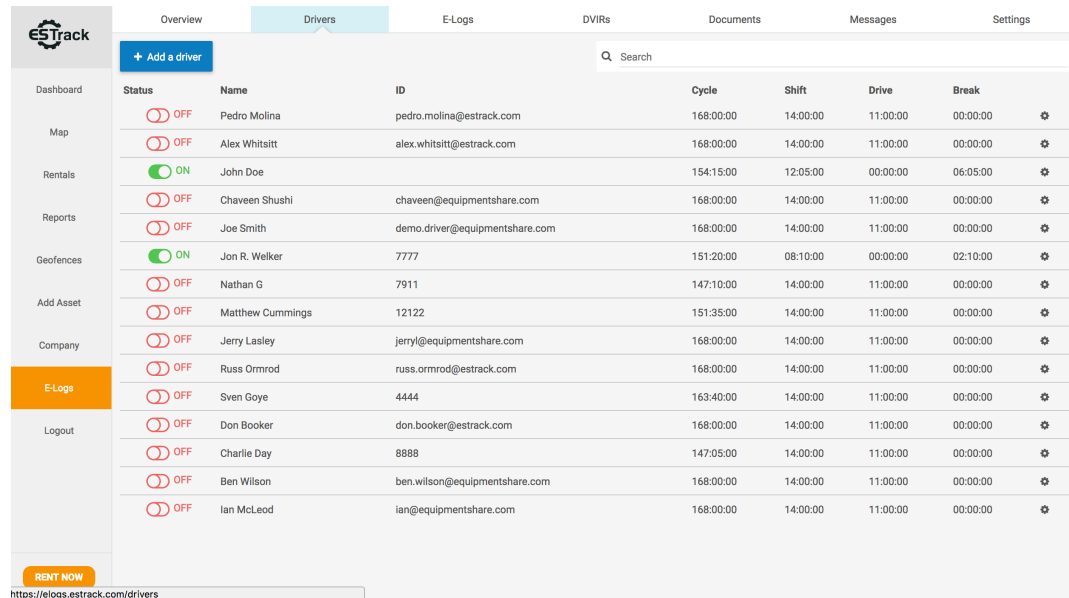
**In order to start a transfer select “Begin Inspection” from the menu. Then select “Send Logs”. The driver will be prompted to enter an email to send the current and last 7 days logs.**

**Within the web application there is an overview showing the status of drivers and logs.**



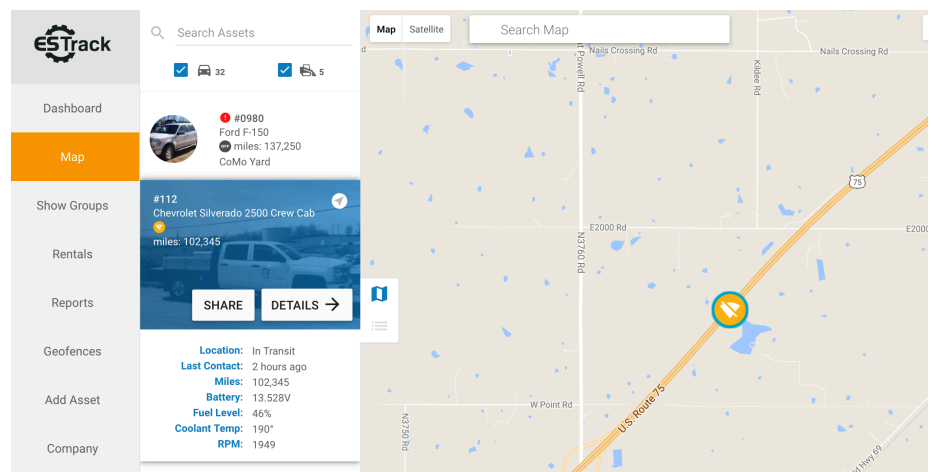
eSTrack	Overview		Drivers	E-Logs		DVRs	Documents	Messages	Settings
	<div>Q Search</div>								
Dashboard	Date	Driver	Hours	Distance	Violations	Form & Manner			
	Aug 25	Ben Wilson	00:00:00	0 mi	No Violations	Needs Signature			
Map	Aug 25	Jerry Lasley	00:00:00	0 mi	No Violations	Needs Signature			
	Aug 25	Joe Smith	00:00:00	0 mi	No Violations	Needs Signature			
Rentals	Aug 25	Jon R. Welker	05:51:00	0 mi	No Violations	Needs Signature			
	Aug 25	Don Booker	00:00:00	0 mi	No Violations	Needs Signature			
Reports	Aug 25	Ian McLeod	00:00:00	0 mi	No Violations	Needs Signature			
	Aug 25	Matthew Cummings	07:10:00	0 mi	No Violations	Needs Signature			
Geofences	Aug 25	Charlie Day	00:00:00	0 mi	No Violations	Needs Signature			
	Aug 25	Alex Whitsitt	00:00:00	0 mi	No Violations	Needs Signature			
Add Asset	Aug 25	Nathan G	13:05:00	0 mi	No Violations	Needs Signature			
	Aug 25	Russ Ormrod	00:00:00	0 mi	No Violations	Needs Signature			
Company	Aug 25	Chaveen Shushi	00:00:00	0 mi	No Violations	Needs Signature			
	Aug 25	Sven Goye	00:00:00	0 mi	No Violations	Needs Signature			
E-Logs	Aug 25	Pedro Molina	00:00:00	0 mi	No Violations	Needs Signature			
	Aug 25	John Doe	05:51:00	11.57 mi	No Violations	Needs Signature			
Logout									

From the Driver tab an administrator can add drivers, edit driver settings, and view current Duty status of each driver.



Status	Name	ID	Cycle	Shift	Drive	Break	
OFF	Pedro Molina	pedro.molina@estrack.com	168:00:00	14:00:00	11:00:00	00:00:00	✖
OFF	Alex Whitsitt	alex.whitsitt@estrack.com	168:00:00	14:00:00	11:00:00	00:00:00	✖
ON	John Doe		154:15:00	12:05:00	00:00:00	06:05:00	✖
OFF	Chaveen Shushi	chaveen@equipmentsshare.com	168:00:00	14:00:00	11:00:00	00:00:00	✖
OFF	Joe Smith	demo.driver@equipmentsshare.com	168:00:00	14:00:00	11:00:00	00:00:00	✖
ON	Jon R. Welker	7777	151:20:00	08:10:00	00:00:00	02:10:00	✖
OFF	Nathan G	7911	147:10:00	14:00:00	11:00:00	00:00:00	✖
OFF	Matthew Cummings	12122	151:35:00	14:00:00	11:00:00	00:00:00	✖
OFF	Jerry Lasley	jerry@equipmentsshare.com	168:00:00	14:00:00	11:00:00	00:00:00	✖
OFF	Russ Ormrod	russ.ormrod@estrack.com	168:00:00	14:00:00	11:00:00	00:00:00	✖
OFF	Sven Goye	4444	163:40:00	14:00:00	11:00:00	00:00:00	✖
OFF	Don Booker	don.booker@estrack.com	168:00:00	14:00:00	11:00:00	00:00:00	✖
OFF	Charlie Day	8888	147:05:00	14:00:00	11:00:00	00:00:00	✖
OFF	Ben Wilson	ben.wilson@equipmentsshare.com	168:00:00	14:00:00	11:00:00	00:00:00	✖
OFF	Ian McLeod	ian@equipmentsshare.com	168:00:00	14:00:00	11:00:00	00:00:00	✖

If the truck ELD is experiencing a sync error it will display on the map as “out of lock” with the icon in the image below. The logs will be uploaded correctly as soon as connection is reestablished. In the case of a sync error the driver should start to keep paper logs until the connection is restored.



# **MALFUNCTIONS**

- 1. POWER:** There is a power issue with the hardware. Its possible the device is not connected.
- 2. ENGINE SYNCHRONIZATION:** The mobile device has lost connectivity to the MC4 vehicle device for over 30 minutes.
- 3. TIMING:** There is a discrepancy in timing between the devices and the vehicle.
- 4. POSITIONING:** The GPS connection has been lost for 60 minutes or more.
- 5. DATA RECORDING:** The device cannot retrieve recorded logs

**Malfunctions will be displayed in a visible banner at the top of the app.**

# Contact

For support contact: [support@machinelink.com](mailto:support@machinelink.com)